

**Lebanon Board of Finance
Minutes of December 18, 2012
Regular Meeting**

Members present: Liz Charron, Chairman, Glen Coutu, Vice Chairman, Gregg Lafontaine, Betsy Petrie, and David Scata

Alternates present: Chuck Haralson , Diane Malozzi, Edward Tytor
Absent: Donald Anderson

Also present

Finance Director: Veronica Calvert
Town Planner: Phil Chester

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by L. Charron.
Chuck Haralson to sit for Donald Anderson

Item B. Review and Consider Accepting Minutes of previous Meetings

Glen Coutu made a motion to accept the minutes of November 20, 2012 Regular Meeting minutes.
Seconded by David Scata. 4 ayes, 2 abstain (Coutu and Haralson)

Item C. Correspondence

None received.

Glen Coutu made a motion to add to agenda item C (a) public participation. Motion was seconded by Greg Lafontaine. Motion passed unanimously.

Item C (A) Public Participation

Alicia Wayland wanted to speak in support of the \$20,000.00 grant for the continuation of the recordation of historic homes in Lebanon. This grant records historic homes in the town. Alicia stated that this is an excellent study of the town and provides a historical record. She supports this grant. Liz Charron thanked Alicia for her comments.

Item D Monthly Expenditures

TOWN

Veronica Calvert distributed the monthly Expenditure Report as of November 30, 2012. Glen Coutu questioned if there are any outstanding invoices for legal expenses. As far as Veronica knows there are none. Veronica directed attention to \$8,500.00 in fringe benefits. This is unemployment for an individual at the rate of \$500.00 per week. Unemployed former personnel are eligible for up to 99 weeks of benefit. In this current fiscal year we have not budgeted enough in this category. The BOF will need to watch and authorize any over expenditures and we will need to build into next years budget the cost of unemployment.

Veronica Calvert requested help in the Finance Office. Veronica suggested a temporary accounting tech, until the conclusion of the fiscal year. Veronica suggested hiring someone at the rate of \$14.04 per hour for 32 hours per pay period. Projected expenditure would be for \$5,300.00.

Discussion of impact of sewer project on Finance Office. Glen Coutu noted need input from Tax Collector on what impact would be on that office work load. Ed Tytor questioned how many hours would be for sewer project and user fees collections. Veronica has discussed with WPCA. Bank reconciliations also need to be done. David Scata cautioned how many hours the person worked, would have to pay benefits. This would be a contract employee, no benefits. Liz Charron noted the work load could be significantly higher for a short term or this employee could be seasonal. Betsy Petrie noted that when a meeting occurs with the WPCA discussion could occur that would indicate how much work will be coming from the sewer work. Glen Coutu noted that a float position is no longer employed by the Town and would we be over spending again. Discussion of projects vs. normal work load including audit, budget etc. Have added work with sewer project. Greg Lafontaine discussed need to look at short term demands of WPCA and long term demands to get to end of year. Need to come up with long term solution for Finance Office. Veronica discussed other projects that are coming up, including Town Census work and audit work necessary.

Betsy Petrie made a motion to authorize over expenditure in Finance Office to address the work demands of the Finance Office of up to \$5,500.00 to come from Contingency Fund. Chuck Haralson seconded. Motion passed with Glen Coutu voting no.

Revenue

Betsy Petrie questioned if the anticipated tuition is falling behind due to decreased enrollment. The BOE will be updating us on financials at our January BOF meeting. Liz Charron will ask them to address enrollment and revenue at that time.

Item E Subcommittee updates:

Capital – no report

Policies and Procedures – no report

Investment – no report. Some investments matters will be discussed later on agenda.

Item F New Business

Election of Officers

Liz Charron stepped down as Chairman to facilitate election of officers. Vice Chairman Glen Coutu opened nomination of officers.

David Scata nominated Liz Charron as Chairman, seconded by Gregg Lafontaine. No other nominations. Gregg Lafontaine made a motion to close nominations for Chairman. Motion was seconded by David Scata. Motion made for Liz Charron to be Chairman, 5 ayes, 1 abstain (Liz Charron)

Gregg Lafontaine nominated Glen Coutu as Vice Chairman, seconded by Chuck Haralson. Gregg made motion to close nominations, seconded by Chuck Haralson. Motion made for Glen Coutu to be Vice Chairman, 5 ayes, 1 abstain (Glen Coutu)

Greg Lafontaine nominated Betsy Petrie as Secretary. Nomination was seconded by Chuck Haralson. Dave Scata made a motion to close nominations for Secretary. Gregg Lafontaine seconded. Motion passed with Betsy Petrie abstaining.

Consider and act on acceptance of a \$20,000.00 Survey and Planning grant from the Connecticut Department of Economic and Community Development – Phase II. Account #214-00-000-2707-0000

Phil Chester described this grant. An architectural historian did a survey of 18th and 19th century homes in Lebanon during phase I of this grant. There will be no direct cost to the town. About 130 houses were included in phase I.

Motion was made by Chuck Haralson to accept the grant. Motion was seconded by David Scata. Motion passed with Glen Coutu voting no.

Consider and act on a recommendation to Town Meeting, the expenditure of up to \$22,000.00 from Open Space Capital Account #220-00-462-2701-0060 to preserve the 65 acre Williams Farm, 234 Goshen Hill Road.

Phil Chester reported that appraisals had been received for \$5,500 - \$6,000 per acre. There will be matching funds from Connecticut Farmland Trust. Phil distributed a spreadsheet of Land Preservation Projects from 2006 to present and funding sources. Greg Lafontaine recommended that the information to be distributed at Town meeting show the unencumbered amount of \$60,000.00.

David Scata made a motion to recommend to the Board of Selectmen to call a special Town Meeting for the purpose of authorizing the release of up to \$22,000.00 from the Open Space Capital Account to preserve the 65 acre Williams Farm on 234 Goshen Hill Road. Motion was seconded by Greg Lafontaine. Motion passed with 4 ayes, Betsy Petrie abstaining and Glen Coutu voting no.

Phil Chester outlined for the Board some issues that were discussed at a Planning & Zoning Public Hearing, specifically at the areas around the lakes which may be amended for seasonal occupancy. This will be voted on in January. Impervious surface limits were discussed. Reducing the height of buildings in the lake areas is also being discussed. There are wetlands regulations which limit set back limitations. There may also be ordinance changes. Lawsuits regarding seasonal occupancy may no longer be valid. A fact sheet should be mailed to lake residents regarding converting to year round occupancy. The grand list could increase. Reevaluation will be in 2013.

Consider and act on the acceptance of Emergency Management performance Grant, total award \$4,434.00.

This grant would fund salary, supplies, cell phone. Glen Coutu made a motion to accept the Emergency Management Performance Grant that has been awarded. Motion was seconded by Chuck Haralson. Motion passed with Betsy Petrie abstaining.

Consider and act on the calendar for 2012-2014 budget meetings.

Greg Lafontaine noted that the calendar mirrors last year. Discussion of several of the dates on the calendar and how to arrange each component. Glen Coutu questioned if this schedule works for the Board of Selectmen. Veronica Calvert will not be here for one scheduled date in March. There is a spare/snow date included in the schedule. Glen Coutu made a motion to adopt the calendar for 2013-2014 budget meetings as amended. Motion was seconded by Greg Lafontaine. Motion passed unanimously.

Consider and act on establishing a committee to develop a long term plan for handling investment accounts for the town.

Liz Charron discussed the brokerage accounts the town currently has and focusing on policies for those accounts and possibly forming a committee not necessarily with members from this board to discuss those accounts. Discussion of who might want to be on this committee and what the scope of the committee would be. Ed Tylor questioned if it would have to be elected members of the Board of Finance. Liz Charron is not sure. State statutes that would apply would have to be researched. It was decided to get a legal opinion to address short term needs such as if the Board of Finance has authority to form policy in regard to investments for the town including funds that are donated. There are costs associated with brokerage accounts. This could be part of the investment policy. Liz Charron will talk with Robert Fredette who is the financial advisor that Veronica Calvert has recently been in contact with. Glen Coutu noted that a firm or individual may have to be hired to advise on investment accounts. Liz will obtain legal counsel opinion for the Board of Finance.

Information for the Board of Finance – transfer of investments from Merrill Lynch accounts

Veronica Calvert noted that she has met with Robert Fredette and the Town Treasurer on the investments that were transferred from Merrill Lynch accounts.

G Other

Liz Charron distributed budget information on FY 2013-2014 budget information for account #'s 405 Board of Finance, 411 Auditor, 412 Town Report. Discussion on all of these accounts and numbers needed for next budget year.

Glen Coutu made a motion to have amount budgeted at \$2,000.00 for FY 2013-2014 for account 405 BOARD OF FINANCE. Motion was seconded by David Scata. Motion passed unanimously.

Motion was made by Glen Coutu to have the amount of \$15,000.00 budgeted for FY 2013-2014 for account 411 AUDITOR. Motion was seconded by Greg Lafontaine. Discussion of legal opinion that has been received regarding selection of auditor is authority of the Board of Finance. This document needs to be given to Policies and Procedures Subcommittee. Motion passed unanimously.

Motion was made by Glen Coutu to have the amount of \$1,000.00 budgeted for FY 2013-2014 for account 412 TOWN REPORT. Motion was seconded by Greg Lafontaine. This is the minimum amount that is required to be printed. Veronica Calvert noted that putting the information together for printing of the Town Report had become her responsibility. Motion passed unanimously.

Veronica Calvert discussed the \$4,500.00 invoice that will be coming for from Bank of America. This is a yearly fee for bank services. Motion was made by David Scata to authorize Finance Director to post Bank of America fees against investment income account. Motion was seconded by Greg Lafontaine. Next fiscal year it will need to be determined if a sub account needs to be established for this. Motion passed unanimously.

Liz Charron distributed the memo that was sent to all Town Departments, Boards and Commissions regarding budget requests for FY 2013 -2014. This memo explains that there is an expected state budget deficit which will impact the Town budget.

Glen Coutu inquired as to any further action needed as a result of the meeting with the Board of Education, Board of Finance and the facilitator. The budget calendar has been revised to include a special joint session with the BOE and BOF as suggested. The BOF revisited the issue of the strategic planning process for the Schools to be a responsibility of the BOE, and not the BOF.

Betsy Petrie made a motion to adjourn the meeting. Motion was seconded by David Scata. Motion passed unanimously and meeting was adjourned at 9:10 p.m.

Respectfully Submitted,
Kathleen E. Chapman
Board of Finance Clerk